

Group Payments for Medic Renewals for those who expire 3/31/2020

For EMS Agencies that choose to pay the renewal fees for their medics, this document will detail how the process work with the new License Management System (LMS) for the Georgia Office of EMS and Trauma.

Please note the following:

1. The application for indicating the medics that an agency wants to pay for will only be open until 2/29/2020. This ensures that we have time to process the application, receive the payment, and then the medics have time to submit their applications.
2. Medics will be notified that they have been paid for ONLY if they have an active email in the system.
3. Our office will NOT issue refunds if the medics that you pay for do not renew their license by 3/31/2020.

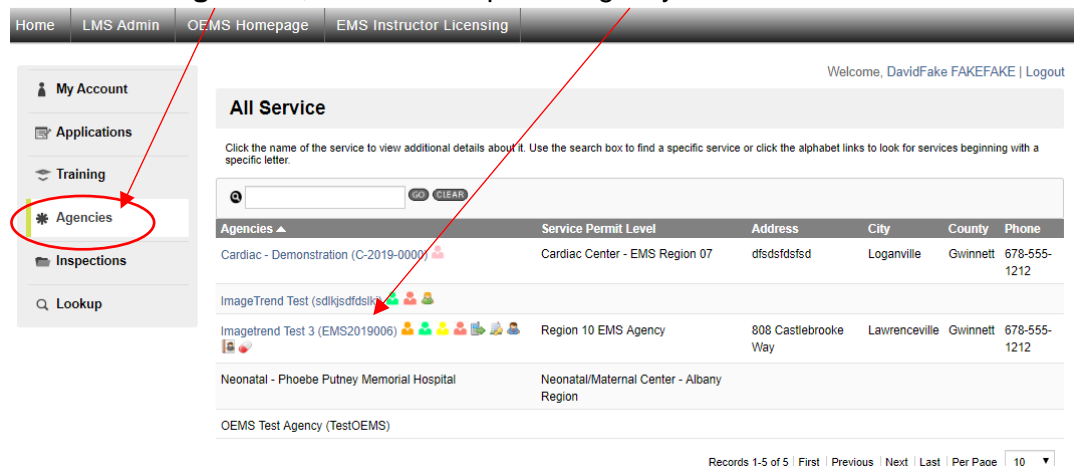
Part I – Ensure ALL Medics that work for your agency have entered their email in to our LMS.

Each medic will need to follow the steps on this page to add their email to LMS and obtain their login to LMS: <https://dph.georgia.gov/license-management-system>

Part II – Ensure all the medics for your agency are on your roster

Step 1: See which medics are already listed on your roster

1. Go to www.mygemsis.org/lms and login
2. Click on **Agencies**, then on the specific Agency



Home LMS Admin OEMS Homepage EMS Instructor Licensing

Welcome, DavidFake FAKEFAKE | Logout

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All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

GO CLEAR

Agencies	Service Permit Level	Address	City	County	Phone
Cardiac - Demonstration (C-2019-0000)	Cardiac Center - EMS Region 07	dfdsdfdsd	Loganville	Gwinnett	678-555-1212
ImageTrend Test (sdikjsdfdsf)					
ImageTrend Test 3 (EMS2019006)	Region 10 EMS Agency	808 Castlebrooke Way	Lawrenceville	Gwinnett	678-555-1212
Neonatal - Phoebe Putney Memorial Hospital	Neonatal/Maternal Center - Albany Region				
OEMS Test Agency (TestOEMS)					

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3. Click on Personnel on the left, then review your roster

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Imagetrend Test 3 (EMS2019006)
808 Castlebrooke Way, Lawrenceville, Georgia 30045
Ground Ambulance, Air Ambulance -- Issued: 11/13/2019 -- Expires: 11/30/2021

Personnel

Use the *Position* drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click Clear.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the *Documents* column.

- Position - Personnel [GO] [CLEAR]

Name	Position	Number	Level	Issued	Expiration	Status	Docs	Training Report
FAKEFAKE, DavidFake J (P030772)	[Icons]					Lapsed	[Icon]	[Icon]
FAKEFAKEFAKE MD, DavidFAKE (FAKEFAKEFAKE12)	[Icons]	FAKEFAKEFAKE12	EMT-Intermediate		10/09/2019	Active	[Icon]	[Icon]
Joiner, MacFAKE	[Icon]						[Icon]	[Icon]

4. Determine which medics are not on your roster

Step 2: Add medics that were not listed yet

To add 10 medics or less

1. Click on **Applications** on the left, then on the Agency Applications for the specific agency
2. Click on **Apply Now** next to the *Add Medics to Agency Roster* application
3. You will be asked how many medics you are adding (0-10)
4. For each medic, you will be asked:
 - a. The medic (can search by name, email or license number) – it is recommended to search by license number
 - b. Primary Job Role (Administrator/Manager, Driver/Pilot, Educator/Preceptor, Fire Suppression, First-Line Supervisor, Patient Care Provider, Rescue, Other)
 - c. Employment Status (Full Time, Part Time, Volunteer, Neither an Employee nor a Volunteer)
 - d. Optional fields are Start Date/End Date/Responsibilities.
5. Once you click submit, the application will take **several** minutes to process

To add more than 10 medics

1. Email a spreadsheet containing your roster to your Regional Director – the spreadsheet must contain the following columns: First Name, Last Name, Medic License Number
2. OEMS will add your personnel to your license, you will then need to complete the *Update Medics for Agency Roster* application to update their employment data.

Part III – See which medics are expiring next year

1. Go to www.mygemsis.org/lms and login
2. Click on **Agencies**, then on the specific Agency

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All Service

Click the name of the service to view additional details about it. Use the search box to find a specific service or click the alphabet links to look for services beginning with a specific letter.

GO CLEAR

Agencies	Service Permit Level	Address	City	County	Phone
Cardiac - Demonstration (C-2019-0000)	Cardiac Center - EMS Region 07	dfsdfsdfs	Loganville	Gwinnett	678-555-1212
ImageTrend Test 3 (sdikjsdfdcf)					
ImageTrend Test 3 (EMS2019006)	Region 10 EMS Agency	808 Castlebrooke Way	Lawrenceville	Gwinnett	678-555-1212
Neonatal - Phoebe Putney Memorial Hospital	Neonatal/Maternal Center - Albany Region				
OEMS Test Agency (TestOEMS)					

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3. Click on **Personnel** on the left, then review your roster, and examine expiration dates

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ImageTrend Test 3 (EMS2019006)
808 Castlebrooke Way, Lawrenceville, Georgia 30045
Ground Ambulance, Air Ambulance -- Issued: 11/13/2019 -- Expires: 11/30/2021

Personnel

Use the Position drop down menu and the search box to search for personnel with specific positions or names. To view all personnel again, click Clear.

Click the arrow to the right of each person's name to view additional details about them. To view a list of documents submitted for that person, click the icon in the Documents column.

- Position - Personnel GO CLEAR

Name	Positions	Number	Level	Issued	Expiration	Status	Docs	Training Report
FAKEFAKE, DavidFake J (P030772)						Lapsed - Failure to Renew		
FAKEFAKEFAKE MD, DavidFAKE (FAKEFAKEFAKE12)		FAKEFAKEFAKE12	EMT-Intermediate		10/09/2019 !	Active		
Joiner, MaciFAKE								

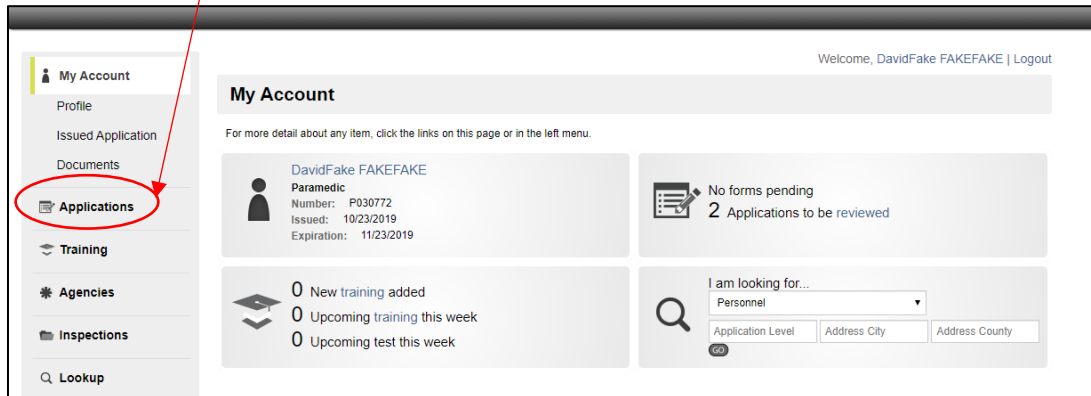
4. Determine which medics are expiring next year

If you have a long list of personnel, please contact our office to get a spreadsheet of all of your medics that are expiring by emailing dph-phemsinfo@dph.ga.gov.

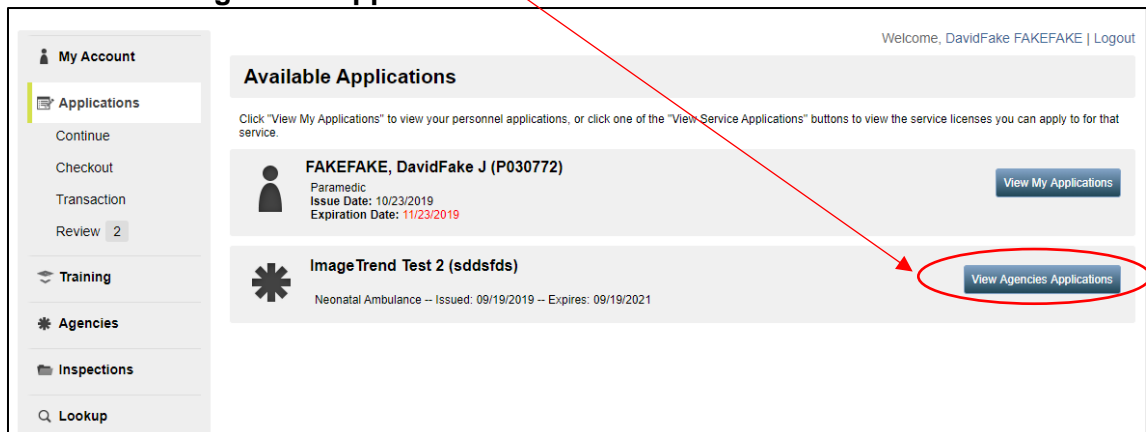
Part IV – List Medics for Renewal Payments

NOTE: You will need the list of medics that expire in 2020 – you will be able to see them at the end of the steps on the previous page:

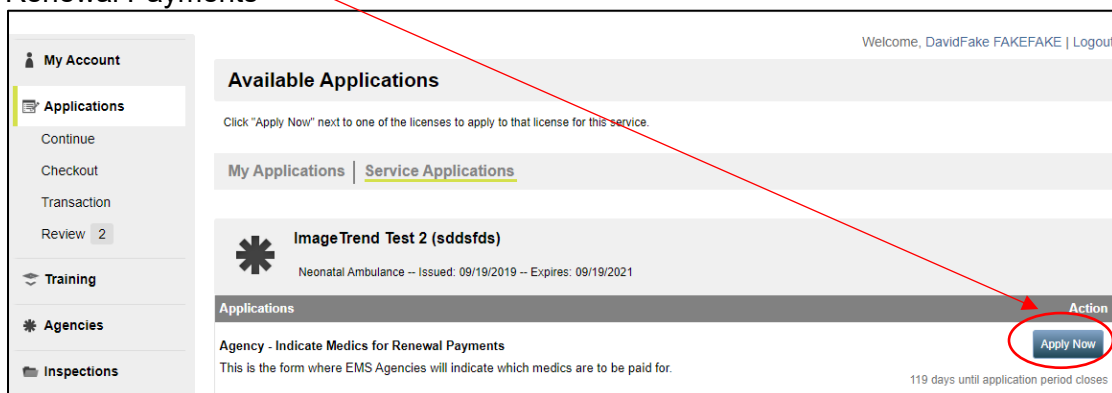
1. Go to www.mygemsis.org/lms and login
2. Click on **Applications** on the left



3. Click on **View Agencies Applications**



4. Click on **Apply Now** next to the application entitled "Agency – Indicate Medics for Renewal Payments"



5. The first page is instructions – after you read the instructions, click **Save and Continue**

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Applications

Continue 1

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Welcome, DavidFake FAKEFAKE | Logout

Add Medics to Pay for License Renewal 2020

Instructions Agency Information List Medics Attestation

Instructions

On the next page, you will indicate the medics that you are wishing to pay for license renewal. After you list all of the medics, submit the application, and you will receive an email from the Office of EMS and Trauma with the charges for the renewals. You will receive an email with an invoice for how much to pay (\$75/medic) after our office verifies your list.

Save and Continue

6. The next page verifies the agency name – click **Save and Continue**

Applications

Continue 1

Checkout

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Add Medics to Pay for License Renewal 2020

Instructions Agency Information List Medics Attestation

Name

Agency Name

ImageTrend Test 2

Save and Continue

7. The next page is where you will list all of the medics that you are paying for – for each medic that you are listing, type in their license number in the User box – be sure it is the correct license number – when you type the number, you will see the name appear below the box – click on the name.

Applications

Continue 1

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Add Medics to Pay for License Renewal 2020

Instructions Agency Information List Medics Attestation

List Medics

Search for medics by name or by license number, then select the medic, and click Add Another to enter another medic. Once you are done selecting the medics, you will need to click Done, and then Submit.

*Position

☒ Pay for Medic 2020

*User (Search using license number or name)

P030772

DavidFake FAKEFAKE (P030772)

Remove

Add Another

Save and Continue

8. To list a second or subsequent medic, click **Add Another**, and then search for the next medic (type in their name or license number in the User box) – after adding the new user, click **Done**

Add Medics to Pay for License Renewal 2020

Instructions Agency Information **List Medics** Attestation

▼ List Medics

Search for medics by name or by license number, then select the medic, and click Add Another to enter another medic. Once you are done selecting the medics, you will need to click Done, and then Submit.

Position	User (Search using license number or name)
<input checked="" type="checkbox"/> Pay for Medic 2020	DavidFake FAKEFAKE (P030772)
<input checked="" type="checkbox"/> Pay for Medic 2020	DavidFAKE FAKEFAKEFAKE (FAKEFAKEFAKE12)

+ Add Another

*Position
☒ Pay for Medic 2020

*User (Search using license number or name)
 DavidFAKE FAKEFAKEFAKE (FAKEFAKEFAKE12)

9. After you have listed all of the medics that you want to pay for, click **Save and Continue**

Add Medics to Pay for License Renewal 2020

Instructions Agency Information **List Medics** Attestation

▼ List Medics

Search for medics by name or by license number, then select the medic, and click Add Another to enter another medic. Once you are done selecting the medics, you will need to click Done, and then Submit.

Position	User (Search using license number or name)
<input checked="" type="checkbox"/> Pay for Medic 2020	DavidFake FAKEFAKE (P030772)
<input checked="" type="checkbox"/> Pay for Medic 2020	DavidFAKE FAKEFAKEFAKE (FAKEFAKEFAKE12)
<input checked="" type="checkbox"/> Pay for Medic 2020	MaciFAKE Joiner

+ Add Another

Welcome, DavidFake FAKEFAKE | Logout

10. The last page is where you will need to read the attestation statement (very important) and then sign by entering your password and clicking on **Today** to sign with today's date. Then you will click **Submit**.

Add Medics to Pay for License Renewal 2020

Instructions | Agency Information | List Medics | **Attestation**

Attestation

I HEREBY ACKNOWLEDGE THE FOLLOWING:

- I understand that this application is not complete and will not be processed until payment is received for all medics indicated.
- I understand that this application once processed does **NOT** complete the medic license renewal process for each of the medics listed - each of the medics must login to www.mygemsis.org/lms and complete the "Georgia Medic Renewal - for medics paid for by an agency (2020)" application.
- I understand that the medics that I have indicated on this form must complete the renewal process prior to March 31st of the license period, and that failure to complete the renewal process will result in a lapse in their respective medic license.
- I understand that fees for this application are not refundable, and should a medic fail to renew their license by the end of the renewal period (March 31st at midnight), the funds paid for that medic by the agency are not transferrable, and the medic must complete the Late Medic Renewal application and pay \$150.
- I understand that once this application is processed and paid for, if one or more of the medics I have indicated on this form are no longer working for this agency, that I must inform the Office of EMS and Trauma in writing by emailing dph-phemsinfo@dph.ga.gov and indicate which medics to transfer the payment to, and that there is **NO** refund of any fees paid with this application.

***Attestation Signature**

Username: DNewton

Password: [redacted]

***Date signed**

11/2/2019 | Today

☒ **Submit**

11. You will then get a popup that asks if you are sure you want to submit the form – click **Yes**

Add Medics to Pay for License Renewal 2020

Instructions | Agency Information | List Medics | **Attestation**

Attestation

I HEREBY ACKNOWLEDGE THE FOLLOWING:

- I understand that this application is not complete and will not be processed until payment is received for all medics indicated.
- I understand that this application once processed does **NOT** complete the medic license renewal process for each of the medics listed - each of the medics must login to www.mygemsis.org/lms and complete the "Georgia Medic Renewal - for medics paid for by an agency (2020)" application.
- I understand that the medics that I have indicated on this form must complete the renewal process prior to March 31st of the license period, and that failure to complete the renewal process will result in a lapse in their respective medic license.

Are you sure you want to submit this form? If you submit, you will not be able to make any changes.

☒ **Yes** ☐ **No**

12. You will receive an email that your application has been received, and once we review your application, we will send you an invoice for the medics that you have indicated – the charge will be \$75 per medic. Once you get the invoice, you will need to send the invoice along with the payment to:

Georgia Office of EMS and Trauma
ATTN: Group Payments for Renewal
1680 Phoenix Blvd, Ste 200
Atlanta, GA 30349

13. Once your payment is processed, you will receive an email that your application has been processed and each medic should receive an email indicating that you have paid for them. Each medic will need to complete the **“Georgia Medic Renewal – for medics paid for by an agency (2020)”** – if they do the regular medic renewal form, they will end up getting charged the \$75, and the agency will not be refunded.

Welcome, DavidFake FAKEFAKE | Logout

My Account

Applications

Continue

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Available Applications

Begin a new application, or click one of the links in the left menu to work with an application you have already begun.

My Applications | Service Applications

FAKEFAKE, DavidFake J (P030772)
Paramedic
Issue Date: 10/23/2019
Expiration Date: 11/23/2019

Applications	Action
<p>Update Demographics</p> <p>This is the application where you will update your demographics (name, DOB, SSN, address, etc)</p>	Apply Now
<p>Georgia Medic Renewal - for medics paid for by an agency (2020)</p> <p>One of your EMS agencies has indicated that they will pay for your renewal this year, please use this application.</p>	Apply Now
<p>Georgia Medic Renewal</p> <p>This is the medic renewal license for all medics in Georgia. Renewal period is October 1st - March 31st. Be sure to review the detailed instructions on how to renew your license here: https://dph.georgia.gov/renew-ems-license-lms</p>	Apply Now